



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **SAFAY'I S COLLECTION & PAYMENT POLICY**

## **REVENUE DEPARTMENT**

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Mayor Signature: \_\_\_\_\_



# Islamic Republic Of Afghanistan Kabul Municipality



## 1. Introduction

Kabul Municipality is determined to increase its capacity by generating and accounting for revenue. With the support of the international community, it will achieve its objectives by working on three broad strategies:

Looking for opportunities:

- (1) Gain Safay'i charges by improving the efficiency of the existing revenue generating activities;
- (2) Improve effectiveness by identifying and supporting the municipality in moving towards exploitation of the highest potential legal opportunities and
- (3) Implementing improvements in coordination with Kabul Municipality's priorities and the

Planning Task Force

Generating Safay'i charges is considered the most important type of income for Kabul Municipality today and this charge also constitute the most sustainable source of revenue in the future.

Safay'i Charges can be collected by ( blue, pink and yellow) booklets especially designed for this purpose.

## 2. Objective

One of the main objectives of Kabul Municipality is to provide high standard services to the Kabul Citizens, and improve its revenue stream through Safay'i charges.

A Safay'i charge is a huge part of Kabul municipality revenue stream. In order to increase revenue through the Safay'i efficient collection is vital to the process. This policy guides Kabul Municipality and its stakeholders to efficiently maintain the Safay'i collection and payment process.

## 3. Scope

This policy applies to Kabul Municipality Revenue department and the relevant districts of Kabul Municipality

## 4. The Booklets

4.1 There are three types of booklets: blue for planned areas, pink for unplanned area, and yellow for *khodzar* areas which are formally government properties.

4.2 Apart from the title and color, they are fully identical.



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4.3 Page 1 contains fifteen data fields. It also requires three signatures, from the responsible officer, the district revenue director, and the district director.

4.4 The next ten pages (2-11) cover five years.

4.5 The last page (12) contains information for the payer.

### 5. Safay'i Collection at District-Level

#### **Legal situation: *Safay'i* Charge Regulation (2000, OG 794)**

5.1 The Safay'i charge shall be imposed on immovable property of natural and legal persons so it is a charge on all real estate, including land buildings and structures.

5.2 The persons mentioned in 4.1 of this policy have to submit the *Safay'i* charge on their properties to a special bank account of the municipality (Pashtany Bank)

5.3 The Safay'i charge on residential houses of the persons not having a legal deed shall be collected after being registered in the temporary book of the relevant district."

5.4 The District Property Department shall finalizes the valuation form and taxes due letter and disseminates them to the District Revenue Department, Central Property Department.

5.5 The District Property Department shall update the *Safay'i* records. If the owner put new floors on top of the building, construction permit fees are due, and a new booklet shall be issued

5.6 The District Revenue Department shall updates the *safā'ī* tax records

5.7 The unit dealing with 1% property *transfer* records should have fast access to information about properties whose payments are in arrears

5.8 There should be a standard procedure to deal with absent landlords

### 6. Visit of owner to district office

6.1 The owner shall issue as many *safā'ī* booklets as he has properties in the district.

6.2 The booklets shall contain the name of the bank (Pashtany Bank) and the bank account number.

6.3 A *tarīfah* (bank payment slip) shall issue.

6.4 There must be a procedure enabling the owner to object against the valuation.

### 7. Payment of Safay'i

7.1 The District Revenue Department shall prepares a Safay'i charges Pass Book including assessment and information relating to charges due.

7.2 Safay'i charges Pass Book shall be issued to the property owner



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7.3 The owner shall take the tariffah to the district branch office of Pashtani Bank and pays cash.

7.4 The bank shall produces two receipts: one for the owner, and one which it will deliver the next day to KM's district office

7.5 Safay'i payer shall takes receipt and Pass Book to the District Revenue Department for payment to be recorded and signature in the Passbook.

### 8. Reporting of Safay'i Payment

8.1 Pashtany Bank's District Branch office shall send a Daily Statement of Receipts to the District Revenue Department. Receipts are archived for future reporting and reconciliation.

8.2 Pashtany Bank's District Branch office shall sends a Monthly Statement of Receipts of collections to the District Revenue Department.

8.3 The Monthly Statement of Receipts is used by the District Revenue Department to create Monthly Revenue Report of District collections. This Monthly Revenue Report shall send to the KM Central Revenue Department.

8.4 The District Revenue Department prepares and sends a Transfer of Funds Letter monthly to the Pashtany Bank District Branch requesting transfer of funds from the District Bank Branch to the Central Bank.

8.5 District Bank Branch transfers money to the Central Bank.

8.6 Central Bank shall prepare a Monthly Statement of funds transmitted and sends this statement to the District Revenue Department.

8.7 District Revenue Department received Monthly Bank Statement and reconciles district receipts, statements and accounts.

### 9. Door-to-door survey. "The visits"

9.1 The purposes of the visits are to identify the owner of the building, to record the characteristics of the building, and to inform owner-occupants.

9.2 If nobody is at home, or only a lady is at home, a note will be left announcing a revisit after office hours, and a standard procedure will be followed.

9.3 Always the officers shall behave with courtesy and respect. The occupant of the building will be informed about the purpose of the visit and the procedure that shall be followed.

9.4 In the future, a brochure shall be handed out.

9.5 The details of the landlord shall be recorded.



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9.6 All characteristics of the property relevant for valuation shall be recorded, including the year of construction or purchase. This presentation will not cover valuation.

9.7 To owner-occupiers, the standard warrant shall be handed out.

### 10. Enforcement

10.1 Decisions in this area are taken by the director revenue.

10.2 Owners who are not paying in time can be reminded by a visit of the municipal police.

10.3 Secondly, police under the Ministry of the Interior can be involved.

- a. It is helpful to have frequent meetings with *wakil gozar*'s.
- b. Cases may also be submitted to the Attorney General
- c. In some cases, the mayor may help.
- d. In most districts, government institutions are in arrears

### 11. Consequences of Violations

The Kabul Municipality will not tolerate any fraud or corruption and will maintain an effective anti-fraud and corruption strategy, based upon comprehensive on-going risk assessments in all areas of Kabul Municipality activity, to reduce losses from fraud and corruption in all areas to an absolute minimum, through:

11.1 The promotion of an anti-fraud culture

11.2 Robust measures to deter, prevent and detect fraud

11.3 The professional investigation of any allegation or suspicion of fraudulent or corrupt activity

11.4 The instigation of legal, disciplinary and recovery action against any individual found to have acted fraudulently or corruptly in their relationships and dealings with the Kabul Municipality.

### 12. Policy Evaluation

This policy should be regularly evaluated to ensure it enables and effectively move Kabul Municipality towards its goals.